

RUTHERFORD COUNTY VARIANCE APPLICATION FORM

Submit to the Planning Office
One Public Square South, Suite 200, Murfreesboro, TN 37130
(615) 898-7730

Please return this completed form to the planning department with:

1. A concept plan/site plan
2. A copy of the deed to the property under consideration.
3. If applicant is not the owner, then he/she must submit a notarized designation as Attorney-in-Fact.
4. An application fee of \$300.

Submitted By: _____

Applicant's Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: Home: _____ Work: _____

E-Mail Address: _____

Property Owner: _____

Address of Subject Property: _____

City: _____ State: _____ Zip Code: _____

Tax Map _____ Group _____ Parcel _____ Deed Book _____ Page _____

How is the subject property presently used? _____

What is the present zoning of the subject property? _____

What is the size of the subject property? _____

What is the type and dimension of the variance being requested?

If the variance is for a structure, what is the size of the proposed structure?

What is the use of the structure? _____

If the proposed structure is a sign, what is the size of the sign? _____

Will the sign be illuminated? _____

What type of sign will be erected? _____

If the variance is for a front, side, or rear yard setback, for which yard or yards is the variance being sought? _____

Is the property in question a corner lot? _____

Is there a dwelling unit on the lot? _____

If there is an existing dwelling unit on the lot, in what year was the building built? _____

What is the setback of the proposed structure from the septic lines? _____

If there is a well, what is the setback from the proposed structure? _____

If the variance is from the maximum height allowed, what is the total height of the building? _____

Is the variance being sought for maximum lot coverage?

What is the square footage of all structures on the lot? _____

What is the square footage of the paved area? _____

What is the square footage of the lot? _____

In order for a variance request to be favorably considered, it must meet all three (3) following hardships as defined by the Rutherford County Zoning Resolution. Please explain in detail how your particular situation meets all of the following:

1. Particular Difficulties: The narrowness, shallowness or shape, topography or other conditions of the land. _____

2. Unusual characteristics of the subject property. _____

3. The hardship is not self-created. _____

Applicant's Signature: _____

Today's Date: _____

Applicant Deferral/Withdrawal Policy: If an applicant requests deferral or withdrawal after processing has begun, fees are non-refundable. Re-application following an applicant's request for deferral/withdrawal will require a new application fee.

Applicant Initials _____ Date _____

Submit to the Rutherford County Building Codes Department
Room 100
Rutherford County Office Building
One Public Square South
Murfreesboro, TN 37130

Date: _____

This form is to be completed by the Codes Administration Department prior to submission of any application to the Planning Department.

An evaluation has been done by Rutherford County Codes Administration for compliance for the following proposed use:

Proposed Use: _____

Address: _____

- ζ A Building Permit will be required upon approval.
- ζ This proposed use will NOT require a building permit.
- ζ A set of engineered plans will be required for plan review at least three (3) days prior to issuance of the building permit.
- ζ An inspection of the site upon completion will be required.
- ζ This proposed use will NOT require a site inspection.
- ζ The Rutherford County Development Tax shall be assessed upon arrival prior to issuance of the Building Permit.
- ζ This proposed use will NOT require payment of the Rutherford County Development Tax.

Additional Remarks: _____

NOTE: All public buildings shall be required to comply with the American Disabilities Act (ADA) for handicap accessibility.

Signature: _____

Title: _____

AFFIDAVIT NOTIFYING APPLICANT OF INTENT TO ENTER PROPERTY

Submit to the Planning Department
One Public Square South, Suite 200, Murfreesboro, TN 37130
(615) 898-7730

I, _____, the applicant and requestor of
this

Zoning appeal process, hereby grant the employees of the Rutherford County Regional Planning Commission and the Rutherford County Board of Zoning Appeals full access to the property under consideration for the purpose of conducting on site investigations, take the necessary photographs and videos, place a zoning sign, and conduct any other business necessary to complete the requested application and review of the same. I further understand that if the employees of the Rutherford County Regional Planning Commission and the Rutherford County Board of Zoning Appeals are prevented from conducting the above investigations, taking the necessary photographs and video, placing a zoning sign, or conducting any other business necessary to complete the requested application and review that my request will be removed from the appropriate meeting agenda. I further understand that my application will not be placed back on to the appropriate meeting agenda until such time as the employees of the Rutherford County Regional Planning Commission and the Rutherford County Board of Zoning Appeals can enter the property and conduct the necessary on site investigations, take the necessary photographs and video, place a zoning sign, or conduct any other business necessary to complete my application and review of the same. I further agree to hold Rutherford County, the Rutherford County Regional Planning Commission, the Rutherford County Board of Zoning Appeals, their agents, employees, and members harmless for any damages caused to person or property connected in any way with their entry upon my property for the purposes set forth herein.

Signature: _____

Date: _____

Witness my hand and official seal at Murfreesboro, Tennessee, this ____ day of _____, 200__.

My Commission Expires: _____

Notary Public

CHECKLIST

Before we can accept your rezoning, conditional use permit, or variance application, please make sure you have all the items listed below:

- ☐ A completed application.
- ☐ A concept plan drawn to scale.
- ☐ A copy of the deed to the property.
- ☐ A Letter of Attorney-in-Fact if submitted by anyone other than current land owner.
- ☐ A form completed and signed by a Building Codes Official. Their hours are 8:00 a.m. until 4:30 p.m., Monday through Friday.
- ☐ A signed and notarized access affidavit. Notary services are available in our office at no charge.
- ☐ \$300 application fee.